CONFIDENTIAL

OTE 86-5666

27 JUN 1986

MEMORANDUM FOR: Chief/Employee Services Division/OP

VIA: Chief/Personnel Branch/OIT

25X1 FROM: [ ]
Director of Training and Education

SUBJECT: Request to Amend Contract of
25X1 [ ]

25X1
1. It is requested that the contract of [ ]
an Independent Contractor, be amended to authorize his use by the
Office of Training and Education's Computer Based Training Group
(CBTG/OTE), effective 20 May 1986.

25X1
2. [ ] is currently employed under a personal services
contract with the Office of Information Technology. OTE requires
25X1 [ ] services to assist the CBTG staff in the
implementation of computer based training on the Agency mainframe
25X1 computers. Specifically, [ ] will be performing the
following tasks (listed in priority order) in conjunction with CBTG
personnel:

25X1

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25X1

4.   In view of the foregoing, it is recommended that approval be
granted to amend [   ] contract for use by OTE/CBTG for a
period of two months.

25X1

25X1

CONCUR:

25X1

_____   _____
Director of Information Technology   Date

APPROVED:

_____   _____
Chief/Employee Services Division/OP   Date